



International Organization for Migration (IOM)  
The UN Migration Agency

## A CALL FOR APPLICATIONS

### OPEN TO INTERNAL CANDIDATES ONLY

<b>I. POSITION INFORMATION</b>	
Vacancy No.	IOMKCO/CFA/036/2023
Position title	Project Assistant (IBG) - (Parental Leave cover)
Duration	Approximately 3 months
Duty station	Nairobi, Kenya
Job family	Programs
Organizational unit	Immigration Border Governance unit
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Kenya Country Office, Nairobi
Reporting directly to	Programme Officer- IBG
Overall Supervision by	Head of Programmes and Policy Development
Number of Direct Reports	N/A
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>Under the overall supervision of the Head of Programmes and Policy Development in Kenya and direct supervision of the Programme Officer- IBG and in collaboration with relevant units at the Regional Office for East and Horn of Africa, the successful candidate will be responsible and accountable for the implementation of project activities under the Immigration and Border Governance (IBG) programme for IOM Kenya.</p> <ol style="list-style-type: none"><li>1. Assist in the implementation and monitoring of Immigration and Border Management project activities.</li><li>2. Retrieve, compile, summarize, analyse and present information/data on specific project topics.</li><li>3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.</li><li>4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to</li></ol>	

- initiate requests, obtain necessary clearances, process and follow-up on administrative actions etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
  6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics statistical tables, presentation and other forms of documentation.
  7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
  8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation Agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
  9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
  10. Provides guidance/training to new/junior staff.
  11. Perform such other duties as may be assigned.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Completed High School/Certificate with five years of relevant professional experience; or
- Bachelor’s Degree in Political Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights Law or related fields from an accredited academic institution with three years of relevant professional experience.

##### **EXPERIENCE**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- Prior work experience with international humanitarian organizations, non-governmental or governmental institutions/organization in a multi-cultural setting as an advantage.
- Mature individual, with attention to detail, able to work independently and under stressful conditions and tight deadlines.
- Demonstrated ability to maintain integrity in performing responsibilities assigned.

##### **SKILLS**

- Strong interpersonal and communication skills.

#### **V. LANGUAGE**

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in both written and spoken English and Swahili.	

#### **VI. REQUIRED VALUES AND COMPETENCIES**

## **Required Values**

### **INCLUSION & RESPECT FOR DIVERSITY**

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

### **INTEGRITY & TRANSPARENCY**

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

### **PROFESSIONALISM**

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

## **Required Competencies**

### **TEAMWORK**

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines

### **DELIVERING RESULTS**

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results

### **MANAGING AND SHARING KNOWLEDGE**

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them

#### **ACCOUNTABILITY**

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement

#### **COMMUNICATION**

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received
- 

#### **How to apply:**

Interested Internal candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address [hrnairobi@iom.int](mailto:hrnairobi@iom.int) referring to this advertisement.

#### **Closing Date: 22 November 2023**

Only shortlisted applicants will be contacted.

#### **NO FEE:**

The international Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

#### ***Posting Period:***

From: 02.10.2023 – 22.11.2023